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RECORDS SERVICES DIVISION
FEB 26 1954

Comptroller

Acting Management Officer

Weekly Report - Week ending 24 February 1954

SUMMARY OF PROJECTS *

Weekly Report - Week ending 17 February 1954: Projects in Process 30

This Week:

Projects in Process 29

Added during week: 1
Completed during week: 2
Change 1

The "Management Staff Project Control" reveals a total of 29 projects requiring an estimated 932 man days of which 373 have been accomplished, leaving a balance of 559 man days.

PROJECT ADDED DURING WEEK

Project 4-E7 - Records Center Study

A Staff Study, dated December 22, 1953, approved by the ADD/A provided for the transfer to MIS of the Records Management Branch, including the Records Center. The Study also stated that consideration would be given to determining whether the function of the Center which is two-fold in nature, management and operational, could best be performed elsewhere than in MIS. The purpose of this project is to determine the organizational placement of the Records Center. Target date - 16 March 1954. Estimated man days - 18.

PROJECTS COMPLETED DURING WEEK

Project 4-62 - Security Control of Regulations Manuals and
Insertions

MIS assistance to OCD completed and results of our efforts turned over to OCD for action.

Project 4-71 - Office of Research and Reports T/O Revision

The study of this T/O revision was completed and forwarded to the Comptroller for transmittal to the ADD/A. The organizational

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structure and functions were drastically realigned in order to provide for a more effective approach to the ORR basic mission.

COMMENTS ON PROJECTS IN PROCESS

Project 4-74 - Procedure for Use of New Order-Invoice-Voucher Form

We have completed a review of the procedural steps involved, and have revised the flow chart showing disposition of copies. There will be a probable saving of two copies.

Project 4-48 - Work Measurement, Finance Division

Work has been completed in the Registry. A more detailed progress report has been submitted to the Deputy Comptroller.

Project 4-22 - IBM Leave Records

Leave tabulating card forms have been received. Operating procedures are being finalized for test to start with period of 28 March 1954.

Project 4-58 - CIA Employee Index Number

The Security Office has informed us that no security risks are involved in the use of the Employee Index number for staff employees. Action will be taken now to devise procedures for approval by the Comptroller and the Office of Personnel.

Project 4-55 - Analyzation of Allotment Procedures of Agency Transportation Money and Agency Agreements with Respect to Transportation

Draft of the Staff Study is being prepared relative to single allotment vs multiple allotments of transportation money.

Project 4-33 - Installation of Uniform Internal Controls for Top Secret Material

In the past week, procedures for the use of machines by the Central TS Control Office in performing inventories has been worked out in detail. Portions of the proposed Handbook have been used by the Office of Security in developing a Regulation on classified matter.

Project 4-68 - Office of Collection and Dissemination T/O Changes

The review of the OCD T/O changes has been completed and the memorandum to the DD/A is now in preparation.

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Project 4-51 - Review of Office of Scientific Intelligence Missions and Functions

Seven of the eight OSI Divisions have been interviewed and statements of present missions and functions have been coordinated with the Division Chiefs. One of the OSI Staffs has also been completed. One Staff remains to be interviewed, and at the present time we are in the process of reviewing a proposed reorganization of the eighth OSI Division, the Physics and Electronics Division. Within the past week, the OSI request for the creation of security positions to handle special intelligence security at Barton Hall has been reviewed and coordinated and sent to the Comptroller.

Project 4-76 - Records Management Survey, Medical Office

Appropriate removal actions have now been completed as authorized in the records disposition plan prepared for this office. They are summarized as follows:

1. 54 cu. ft. of files transferred to the Records Center.
2. 35 cu. ft. of medical journals returned to the Library.
3. 12 cu. ft. of non-record material destroyed.

The removal of the above 101 cu. ft. of records from active office space is the equivalent of approximately 7 letter size safe type filing cabinets representing a savings of approximately \$2,296.

The approved files plan has been installed at all official stations and is now operating properly.

Project 4-79 - Records Management Survey, FRID

Approximately 5 legal size safe cabinets of inactive material have been transferred to the Records Center. This represents a savings of approximately \$1,640.

Project 4-82 - Handbook for the Subject Classification and Filing of Correspondence Records -

25X1

Comments received from the Office of the Comptroller and the Office of Communications were reconciled with those offices during the week. The only remaining area on which reconciliation is necessary is DD/P. Discussion has not been scheduled with them yet.

Project 4-84 - Vital Materials Microfilm Projects

Microfilming of the dossiers for the Biographic Register Division, OCD, is continuing.

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Project 4-85 - Standardization of Foreign Intelligence Information Reports

Coordination was obtained from Printing and Reproduction Division, Logistics Office, on specifications for the FI Information Reporting System.

Project 4-86 - Forms Index

Procedures have been developed for the preparation of a Forms Index by the punched card method. A transcript of existing records is being made and will be submitted to the Machine Records Division for the preparation of the punched cards.

- * Statistics shown are for the MIS prior to absorbing the Records Management Office on 15 February 1954. There are an additional 47 projects in process within the Records Management Branch which we just review in order to determine whether or not they are projects as normally defined by MIS.

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**RECORDS SERVICES DIVISION
GENERAL SERVICES OFFICE** 1954

Acting Management Officer, MIS
Office of the Comptroller
Chief, Records Management Branch

Weekly Report - Week ending 24 February 1954

SUMMARY OF PROJECTS

Weekly Report - Week ending 17 February 1954 Projects in Process 47

This Week: Projects in Process 47

Added during week: 1
Completed during week: 1
Change 0

PROJECTS ADDED DURING WEEK

Single Records Facility for Organization and Management Staff and the
Records Management Branch

Survey of current records of the O & M Staff and the Records Management Branch to determine feasibility of establishing a single records facility.

PROJECT COMPLETED DURING WEEK

Forms Management - Handling Classified Forms

An Agency notice outlining the method to be used in classifying forms was distributed on 15 February - 25X1

COMMENTS ON PROJECTS IN PROCESS

Project 4-76 - Records Management Survey, Medical Office

Appropriate removal actions have now been completed as authorized in the records disposition plan prepared for this office. They are summarized as follows:

1. 54 cu. ft. of files transferred to the Records Center.
2. 35 cu. ft. of medical journals returned to the Library.
3. 12 cu. ft. of non-record material destroyed.

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The removal of the above 10¹/₂ cu. ft. of records from active office space is the equivalent of approximately 7 letter size safe type filing cabinets representing a savings of approximately \$2,295.

The approved files plan has been installed at all official stations and is now operating properly.

Procedures have been developed for follow-up to assure that filing plans will continue to meet current needs and to assure that all disposition actions are being carried out.

Project 4-77 - Records Management Survey, Office of Scientific Intelligence

All records outside the "barrier" have been listed and preliminary evaluations made. Additional activity on this project will be limited until special clearances have been obtained for the analyst assigned to the project.

Project 4-78 - Records Management Survey, Office of General Counsel

We are continuing to develop the detailed filing plans for the records of this office.

Project 4-79 - Records Management Survey, FBID

Approximately 5 legal size safe cabinets of inactive material have been transferred to the Records Center. This represents a savings of approximately \$1,640. A meeting has been scheduled with the Chief, FBID, to plan for the installation of the reports and correspondence management programs.

Project 4-80 - Survey of Microfilm Operations

As soon as the proposed form to be used in conducting the survey of microfilming equipment is received from the Printing and Reproduction Division, a meeting will be scheduled with the Chief, MIS, to determine plans and procedures for conducting this survey.

Project 4-82 - Handbook for the Subject Classification and Filing of Correspondence Records -

25X1

Comments received from the Office of the Comptroller and the Office of Communications were reconciled with those offices during the week. The only remaining area on which reconciliation is necessary is DD/P. Discussion has not been scheduled with them yet.

Project 4-83 - Vital Materials Deposit Schedules for all Offices

Current deposits are being made by all offices except the Office of Training. Discussion with the Executive Officer indicates that the Office of Training is planning to establish its own vital materials repository.

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Project 4-84 - Vital Materials Microfilm Projects

Microfilming of the dossiers for the Biographic Register Division, OCD, is continuing.

Project 4-85 - Standardization of FI Information Reports

Coordination was obtained from Printing and Reproduction Division, Logistics Office, [redacted] on specifications 25X1 for the FI Information Reporting System.

Project 4-86 - Forms Index

Procedures have been developed for the preparation of a Forms Index by the punched card method. A transcript of existing records is being made and will be submitted to the Machine Records Division for the preparation of the punched cards.

25X1 [redacted]

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STANDARD FORM NO. 64

REPORTS
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weekly

Office Memorandum • UNITED STATES GOVERNMENT

RECORDS SERVICES DIVISION

TO : 25X1 [redacted]
FROM : [redacted]
SUBJECT: Report for Week Ending 24 February 1954

DATE: 2 March 1954

Noted + discussed with [redacted]
25X1

1. Exception is made to the estimated savings claimed in Project 4-76. It should be corrected as follows:

2 safe type cabinets @ \$235.	\$470.00
6 standard file cabinets @ \$75.	450.00
Total savings	\$920.00

2. The medical journals were actually stored on open shelving - no estimate of savings is calculated. In addition, the big savings in the Medical file operation were accomplished approximately a year ago. At that time, a vaulted area was established and standard file cabinets were used to replace the safe type cabinets.

OFFICE OF SCIENTIFIC INTELLIGENCE

1.97
All records outside the "barrier" have been listed and preliminary evaluations made. Additional activity on this project will be limited until special clearances have been obtained for the analyst assigned to the project.

MEDICAL

1.76
1. Appropriate removal actions have now been completed as authorized in the records disposition plan prepared for this office. They are summarized as follows:

- a. 36 cu. ft. of medical chart files of seperated employees were transferred to the Center;
 - b. Arrangements were made for the return of 35 cu. ft. of medical journals to the Library;
 - c. 18 cu. ft. of x-ray files of seperated employees were transferred to the Center;
 - d. 12 cu. ft. of records were destroyed at the current files area.
2. The approved files plan has been installed at all official stations and is now operating properly.
3. Procedures have been developed for follow-up to assure that filing plans will continue to meet current needs and to assure that all disposition actions are being carried out.

MIS

As a preliminary to the joining of the O & M and records management activities and their physical placement in adjacent areas, plans are being developed for the maintenance of their records in a single records facility. In addition, suggestions will be prepared for the disposition of O & M records that will conform, in so far as possible, to plans already developed for the disposition of records management papers. A report will be submitted as a result of this activity.

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Report for week ending 24 February 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT SECTION

1. Writers' Guides

a. The question of whether our staff should develop the guides remains unsettled. It's getting to the point where no one knows "who's on third!" Let's review a moment.

(1) In conjunction with the Agency Correspondence Management Program, our staff proposed to develop and publish guides to effective writing. A survey was taken which reaffirmed our conviction that such guides would be of value to Agency writers.

(2) We went to work. Considerable time was spent in research and writing. About a month after the task was begun we were requested to justify in a staff study to the DD/A: (a) The need for these guides, and (b) Why the General Services Office should develop them.

(3) The staff study was prepared and submitted through the Director of Training for his concurrence. The Director of Training concurred in the program. However, the DD/A disapproved our plan with this statement:

"While I do not question the desirability of improving the writing ability and correspondence techniques of Agency personnel, I do not consider that this is a proper function of the General Services Office. I am therefore disapproving the recommendations and forwarding a copy of the study to the Director of Training for such action as he deems appropriate."

(4) The Director of Training wished to know more about the proposed guides and how they could be used by his staff. He assigned this fact finding task to [redacted] 25X1

(5) In the past two weeks we supplied [redacted] 25X1
number of sample guides and complete background material. We had several informal discussions on the program, during which our staff got the impression that the Office of Training was interested in a joint effort. Accordingly, we developed a proposed flier and a covering memorandum to launch such a venture. This material was given to [redacted] 25X1
for presentation to the Director of Training.

(6) Friday, 19 February, [redacted] and 25X1
other material, and stated that the Director of Training would like to discuss the guides with [redacted] 25X1

(7) We met today. There was complete understanding as to how the guides would be used, i.e. as standards to point up individual's writing weaknesses, and as tools for their correction. Colonel Baird

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again concurred in our development of the guides by stating the following on the original staff study returned by the DD/A:

"The Office of Training has concurred in the original proposal. It does not plan to use the material as a training aid, but interposes no objection to its use by other offices of CIA."

The meeting concluded with Colonel Baird's decision to discuss his position on the matter with [REDACTED]

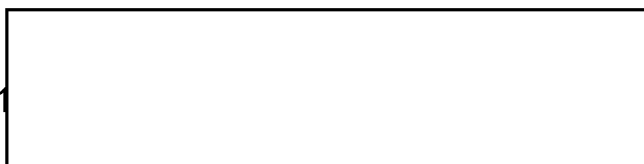
25X1

b. The need for these guides remains unquestioned. We will therefore continue to develop new sections or improve those which are partially complete. During the past week, the sections "Six Verb Thieves," "Little Sir Echo," "The Sentence," and "The Paragraph" were completed.

c. Graphics Registry completed the proposed cover for the guides. An overlay was also made so that a reduction of the cover can be used as our hallmark.

2. Program Promotion - A meeting with representatives of the Foreign Broadcast Information Division is scheduled 25 February to discuss launching reports and correspondence management programs in that component. A flier on correspondence management and a digest of the proposed "Office of the Comptroller Reports Management Program Guide" were developed as handouts for this meeting.

25X1



~~Director, Reports and Correspondence~~
Management Section

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Report for the Records Systems Section

4-99
The records management survey and program activation in FBID is continuing. Following the tentative agreement as to the location of official filing stations, the analysts began the installation of the filing system in what are known as the executive files of the Division. These files consist of a general administrative file in which the installation of the system has been completed and separate Bureau files which are now being worked on. Prior to beginning the installation of the filing system, 24 cu. ft. (equivalent to 3 legal size safe cabinets) of inactive material was removed and transferred to the Records Center. Also transferred to the Records Center were an accumulation of 17 cu. ft. of FBIS publications held in that office to service requests for supplemental distribution. In the future, these requests will be serviced from the Records Center.

25X1 A meeting was held with representatives of the Office of the Comptroller to discuss the comments submitted by that office on the proposed Agency file manual circulated by the Regulations Control Staff. [redacted] have agreed to the issuance of the manual in its present form. In a meeting with the executive officer of the Office of Communications, agreement was reached in connection with the proposed Agency file manual with the exception of the subject headings under the primary subject "Communications." [redacted] agreed to supply us with a list of headings which they felt would be more appropriate for the Agency. 25X1

It was previously reported that [redacted] proposed to eliminate the subject classification system presently used in maintaining vital materials. This system was established at the beginning of the program but has served no useful purpose. After further consideration of the proposal, [redacted] has been informed that this office has no objection to the change. In the future, the deposit number will be shown in lieu of the subject classification on the quarterly inventory and the Availability Register. 25X1 25X1

25X1 [redacted]

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REPORT FOR WEEK ENDING 24 FEBRUARY 1954 FROM
FORMS MANAGEMENT SECTION

25X1

[redacted] - 15 Feb 54, Records Service, Forms Management - Handling
Classified Forms has been printed and distributed.

25X1

Coordination was obtained from Printing and Reproduction Division,
Logistics Office [redacted] on specifications for
the FI Information Reporting System.

Copies of the DAF Management Summary Sheet and the OGA Management
Bulleting containing promotional and operational information on forms
management were recently furnished 22 Area Records Officers.

Training aids (vu-Graph and 35mm slides) depicting the Forms Management
Program, as recently received from the Printing and Reproduction Plant,
are of such poor quality workmanship as to necessitate a conference
and showing today with Logistics and Graphics personnel in attendance.
Appropriate action will be taken to obtain a better quality product.

An effective, new, direct initial distribution procedure for forms,
established with the concurrence of Logistics personnel late last month,
has been formalized and officially established by means of a Logistics
memorandum dated 15 February 1954 to all Building Supply Officers.

Inasmuch as certain statements limiting external distribution and use of
OO Information Reports appear on the revised form, coordination of IAC
members is being obtained.

25X1

A conference was held with [redacted]
Office relative to mechanization of the Forms Index. Cards will be
prepared on each form and furnished that office for punching and an
initial run.

25X1

Current requests for approval of forms:

No of requisitions	
New	7*
Revised	9
Reprints	7**
Totals	23

No of copies
41,200
22,200
32,000
95,400

* Includes 1 reactivation

** Includes 1 reactivation
Forms obsoleted during period - 4

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Report of the RECORDS CENTER for the week ending 23 February 1954

✓ The Center has received as returns fifty-three cubic feet of Preliminary NIS Gazetteers from the Army, G-2. There are still more to come.

25X1 The office of [] was notified that the extra stock was low on Preliminary NIS Gazetteers for British Indonesia and all three volumes of China. It was determined that more copies should be printed and the negatives have been forwarded to that office.

Service in Supplemental Distribution was delayed somewhat by the breakdown of the Remington Rand Portagraph Trans-copy. It has been repaired and the small backlog accumulated is being eliminated.

Progress is being made on the project to establish a Disposal Tickler File.

✓ The accessioning of records is still active. At the present time medical x-rays are being packaged for accessioning.

25X1



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